



ANNOUNCEMENT OF OPENING – September 29, 2026 **FACILITIES SUPERVISOR**

The Mississippi School for Mathematics and Science is a public, residential high school for academically able eleventh and twelfth grade students located on the campus of the Mississippi University for Women.

The Facilities Supervisor provides leadership and oversight for the daily operation, maintenance, and improvement of MSMS facilities. A primary responsibility of this position is supervising facilities work and coordinating projects, including identifying needs, establishing priorities, assigning and monitoring work, coordinating with appropriate personnel or vendors, and ensuring projects are completed in a timely and appropriate manner.

This position directly supervises the Facilities Coordinators, Life Safety Coordinator, and Administrative Assistant. The Facilities Supervisor also serves as a primary liaison between MSMS and Mississippi University for Women facilities personnel, contractors, vendors, and other service providers. **This position reports to the Executive Director.**

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Providing direct supervision, guidance, and work direction to the Facilities Coordinators, Life Safety Coordinator, Custodian and Administrative Assistant. The IT coordinator is separate but shares the support of the administrative assistant.
- Assigning, prioritizing, and monitoring facilities work and ensuring appropriate follow-through and completion.
- Coordinating facilities projects from identification through completion, including determining needs, developing scopes of work, coordinating schedules, monitoring progress, and verifying completion.
- Conducting regular inspections of MSMS buildings, grounds, and facilities to identify maintenance, repair, safety, and operational needs.
- Developing and maintaining systems for tracking maintenance requests, projects, inspections, repairs, and follow-up responsibilities.
- Serving as the primary facilities liaison between MSMS and Mississippi University for Women facilities personnel.
- Coordinating and monitoring work performed in MSMS facilities by MUW personnel, contractors, vendors, and other service providers.
- Working with MSMS leadership to identify and prioritize maintenance, repair, renovation, and facilities improvement needs.
- Coordinating preventive maintenance activities and monitoring recurring or long-term facilities concerns.
- Providing oversight for life safety responsibilities and ensuring required inspections, documentation, corrective actions, and follow-up are completed in coordination with the Life Safety Coordinator.
- Coordinating facilities preparation and support for school programs, special events, student activities, move-in and move-out periods, and other institutional needs.
- Overseeing the organization, maintenance, and inventory of facilities-related equipment, supplies, storage areas, vehicles, and other resources.
- Monitoring facilities-related expenditures, supplies, project needs, and inventories and assisting with purchasing and budget planning.

- Assisting with facilities response during emergencies, severe weather, utility disruptions, building system failures, and other situations affecting school operations.
- Maintaining appropriate documentation related to facilities projects, inspections, maintenance activities, vendors, purchases, and departmental operations.
- Communicating project status, facilities concerns, delays, and anticipated needs to school leadership.
- Participating in the evaluation and performance management of employees under the position's supervision.
- Supervise and support the work service program at MSMS.
- Performing other duties as required to support the facilities and operational needs of MSMS.

MINIMUM REQUIREMENTS

The successful candidate will demonstrate strong leadership, supervisory, organizational, and communication skills and have the ability to coordinate multiple projects and priorities simultaneously. The candidate should have general knowledge of facilities operations, building maintenance, and life safety practices and be able to effectively identify needs, coordinate appropriate responses, monitor work, and ensure completion.

An Associate's degree in construction, electrical technology, facilities management, HVAC, industrial maintenance, plumbing, welding, business, or a related field and five years of progressively responsible experience in facilities, maintenance, construction, operations, or a related area are required. Additional directly related experience may be considered in lieu of the educational requirement.

Demonstrated experience supervising employees and/or coordinating projects is required. A valid driver's license is also required.

A Bachelor's degree and previous experience supervising a facilities or operations team in an educational, residential, governmental, or similarly complex institutional environment are preferred.

TERMS OF EMPLOYMENT

- This is a 12-month position.
- Salary will be commensurate with education and experience. Starting salary is \$60,000.
- Mississippi state insurance and retirement benefits are provided.
- The position requires flexibility in scheduling and may require work outside of normal business hours in response to emergencies, special events, projects, or other operational needs.
- The position requires regular movement throughout MSMS facilities and the ability to respond to facilities needs across campus.
- MSMS reserves the right to change, add, or reassign job duties or combine positions, or portions thereof, at any time. This job description is not an employment agreement or contract.

Applications will be accepted until the position is filled. All applications will be acknowledged, but only selected candidates will be interviewed. Interested applicants should submit via email a cover letter, completed application, resume w/ three (3) references with contact information to hr@themsms.org.

For more information, visit <https://themsms.org/about/employment> or contact:

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(662) 329-7674

THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.

An Opportunity for Excellence